

**COMMONWEALTH OF KENTUCKY**

**Instructions & Application  
For Electrical Inspector Applicants**

**Revised Sept. 2008**



**Issued by the  
Public Protection Cabinet  
Department of Housing, Buildings & Construction  
Division of Building Code Enforcement  
Electrical Inspection  
101 Sea Hero Rd Suite 100  
Frankfort, Kentucky 40601-5405**

**Richard Moloney, Commissioner  
George Mann, Deputy Commissioner  
Ken Leathers; Chief Electrical Inspector**





PUBLIC PROTECTION CABINET  
DEPARTMENT OF HOUSING, BUILDINGS & CONSTRUCTION  
DIVISION OF BUILDING CODE ENFORCEMENT  
ELECTRICAL INSPECTIONS  
101 SEA HERO ROAD, SUITE 100  
FRANKFORT, KENTUCKY 40601-5405  
PHONE #: 502-573-1797 FAX #: 502-573-1059

**APPLICATION FOR ELECTRICAL INSPECTOR CERTIFICATION**

Electrical Inspector Application fee of \$100.00.

*Check or Money orders should be made payable to the Kentucky State Treasurer.*

NAME \_\_\_\_\_  
First Name Middle Initial Last Name

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HOME # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ WORK # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

I am applying to:

- ☐ Take Temporary Inspector Exam.  
☐ Be Certified as a 2A Electrical Family One & Two Family Inspector.  
☐ Be certified as a 2B Electrical General Inspector.

Employer - \_\_\_ Self -Employed \_\_\_ Employed by County of \_\_\_\_\_  
\_\_\_ Employed by City of \_\_\_\_\_ \_\_\_ Other \_\_\_\_\_

My electrical inspection fees are set by: \_\_\_ Self \_\_\_ County \_\_\_ City

Attach current photo of  
applicant  
1 ½ inch by 1 inch

DO NOT USE  
STAPLES!

County Inspection Territory			

I inspect within the following city limits only (Not in the county) \_\_\_\_\_

\_\_\_ Place my certification in *Active* status category.

- ☐ Provide proof of Liability Insurance in the minimum amount of \$5,000.00  
☐ Provide proof of \$5,000.00 Bond coverage.

\_\_\_ Place my certification in *Inactive* status category.

(No Bond or Liability Coverage required for an *Inactive* Electrical Inspector.)

All employment must be verified as to name of employer(s), date(s) of employment, description of work performed, and number of hours worked per week. Attach copies of licenses, letters from employers, electrical unions, Certified Electrical Inspectors who has inspected your electrical work, and other documentation that may support your stated work experience. Documentation that will be acceptable for self-employed Electrical Contractors will be letters from power companies, electrical supplies/warehouses, customers or others that can support your stated work experience. All letters must be on company letterhead and signed by one of the officers of the company.

Name & Address of employer(s)	Period of employment Month & Year	Job title and description of work

Education - List highest grade completed \_\_\_\_\_

How many years have you been fulltime engaging in the electrical industry? \_\_\_\_\_

I hereby affirm that all information on this application is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Having been duly sworn, \_\_\_\_\_, states all information herein contained is true and correct to the best of his/her knowledge and belief; and further states that he will comply with applicable statutes and the rules and regulations of the Department of Housing, Buildings and Construction.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
My commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
County of

## **CERTIFICATION**

I, (name) \_\_\_\_\_, an applicant for the Electrical Inspector certification hereby certify that I am not in default of, nor am I failing to meet any repayment obligation for, any financial assistance program administered by the Kentucky Higher Education Assistance Authority (KHEAA). I understand that this certification is considered an essential part of my application for the above license, certification or registration and the making of a false statement herein may be grounds for denial, suspension or revocation.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**\*\*IF YOU ARE UNABLE TO CERTIFY THE ABOVE PLEASE SEE BELOW.\*\***

House Bill 296 amending KRS Chapter 164, made effective July 15, 2002, the requirement that a licensing agency shall not issue or renew a license, certification or registration if the applicant is in default or is not meeting a repayment obligation to KHEAA unless one of these conditions apply to the applicant.

- a) The borrower in default has entered a satisfactory repayment agreement on the defaulted loan;
- b) The financial obligation has been waived for cause or discharged by KHEAA; or
- c) The financial obligation has been satisfied or paid in full.

If you are unable to sign the above certification, you must produce verification from KHEAA for this office that one of the above conditions have been met by you.

The following requirements must be met before a certification can be issued:

- Completed Electrical Inspector application.
- Certification fee of \$100.00 payable to the *Kentucky State Treasurer*.
- Applicants who would like their certification to be placed in the *Active* category will need to supply verification of Bond or Liability Coverage in the minimum amount of \$5,000.00. Any applicant who would like their certification to be placed in the *Inactive* category are not be required to submit or hold Bond or Liability Coverage.
- Verification of successfully passing test. 2A Electrical 1 & 2 Family may inspect 1 & 2 family residential occupancies only. 2B Electrical General may inspect all types of electrical installation, which includes commercial, industrial and residential. Please note: Test may be taken *before* or *after* Committee review. Verification of passing Electrical Inspector test is not required before the Committee reviews an application.
- Documentation of work experience. Attach copies of licenses, letters from employers, electrical unions, at least one letter from a Certified Electrical Inspectors who has inspected your electrical work, and other documentation that may support your stated work experience. Documentation that will be acceptable for self-employed contractors will be letters from power companies, electrical supplies/warehouses, customers or others that can support your stated work experience. *The Electrical Advisory Committee will reject an applicant who does not show thorough documentation of work experience.*

#### INSTRUCTIONS FOR TEMPORARY ELECTRICAL INSPECTOR CERTIFICATION

As allowed by 815 KAR 35:015 Section 4, temporary certification shall expire at the end of nine (9) months from the time of initial certification and shall not be re-issued or renewed. An applicant who fails to make a passing score of 75% may reapply to be scheduled for the next examination date upon payment of an additional fee of fifty (50) dollars (\$50.00). An applicant shall not be permitted to retake the exam more than three (3) times. The following requirements must be met before an Electrical Inspector certification can be issued:

- Completed Electrical Inspector application.
- Certification fee of \$100.00 payable to the *Kentucky State Treasurer*.
- Letter of need to take temporary exam from a Local Building Official or Judge Executive. The Electrical Advisory Committee will not consider any applicant applying for a temporary certification without a letter of need as required by Section 4(1)(d).
- Documentation of work experience. Attach copies of licenses, letters from employers, electrical unions, Electrical Inspectors who have inspected your electrical work, and other documentation that may support your stated work experience. Documentation that will be acceptable for self-employed will be letters from power companies, electrical supplies/warehouses, customers or others that can support your stated work experience. *The Electrical Advisory Committee will reject an applicant who does not show thorough documentation of work experience.*

**All Electrical Inspector applicants are reviewed and approved by the Electrical Advisory Committee.**

**Mail all requirements to:**

Department of Housing, Buildings & Construction  
Division of Building Code Enforcement  
Electrical Inspection  
101 Sea Hero Road, Suite 100  
Frankfort KY 40601-5405

**For classes contact:**

**ICC 1-877-234-6082 or internet [www.iccsafe.org/Accreditation/Pages/testing.aspx](http://www.iccsafe.org/Accreditation/Pages/testing.aspx)**